



# Foreign Affairs Manual

## 1 FAM – Organization and Functions

**Change Transmittal:** ORG-268

**Date:** May 1, 2012

---

## 1 FAM 210 BUREAU OF ADMINISTRATION (A)

### Changes

1. This Change Transmittal issues the following revisions to 1 FAM 210:
  - **1 FAM 211.5, Authorities:** Also includes Section 901(6) of the Foreign Service Act of 1980, 22 U.S.C. 4081(6);
  - **1 FAM 213.2, Office of Allowances (A/OPR/ALS):** This office also reviews Form DS-267, Post Hardship Differential Questionnaire, and other factors to determine rest and recuperation (R&R) eligibility; and
  - **1 FAM Exhibit 211.3, Bureau of Administration (A):** The organization chart has been revised to include the Office of Allowances (A/OPR/ALS).
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words or is entirely new, we did **not** use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the material in this subchapter is the Bureau of Administration (A). Please direct questions concerning content, substance, and interpretation of the subchapter to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

### Filing Instructions for Paper Copies

1. Remove and discard old subchapter 1 FAM 210 (CT:ORG-251; 10-12-2011) and insert revised subchapter 1 FAM 210 (CT:ORG-268; 05-01-2012).

2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:ORG-268, and initial.

### **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.